

REF ID: A1
(June - Dec ' 59)

CONFIDENTIAL

Chief, ~~Records~~ Management Staff

17 December 1959

Chief, Records Management Staff

Weekly Report for Week Ending 16 December 1959

1. Contributionsa. Tangible

- (1) Eight offices transferred 78 cu. ft. of inactive records to the Records Center.
- (2) The Center destroyed 277 cu. ft. of records, leaving 324 cu. ft. to be burned.
- (3) Completed six new and 10 revised forms.
- (4) Obsoleted eight forms.

b. Intangible

- (1) Recommended adoption of an Employees Suggestion which proposed typing as well as stamping of defense classifications on documents. Recommended to Security revisions which would put this suggestion into effect.
- (2) Evaluated two other Employees Suggestions.

25X1

2. Assignments - Activea. Forms

- (1) Nine new and nine revised forms.
- (2) Information Reports Forms and Systems.
- (3) Revision of Dispatch Forms.
- (4) Improved Management of Stocked Forms.
- (5) Forms for RCA-501 Computer System.

CONFIDENTIAL

*BEST COPY
Available*

6/17/98

b. Shelf Filing

- (1) Shelf filing assignments in OF, Contact Division Field Offices, TBS and OC are unchanged.

c. Filing Systems

- (1) Management Staff, GMM.
- (2) Medical Staff (new)

25X1

[redacted] met with Medical Staff to discuss consolidation and reworking of all its files. Actual work will be done by Medical personnel with our technical and planning assistance.

d. Records Control Schedules

- (1) Executive Registry
- (2) FI Staff
- (3) [redacted]
- (4) OCI

25X1

Records schedule of Senior Intelligence Duty Officer being revised.

e. Special Project

- (1) Revision and Reorder of Overnight Storage Boxes.
- (2) Entrance-on-Duty and Refresher Training Workshop in Filing.

Special condensed version of Workshop presented to Real Estate Division employees.

- (3) Physical Consolidation of Vital Materials and Records Center.

Thus far 45 cu. ft. of Vital Material has been moved into the Center.

- (4) Transfer of Certain Captured German Documents from State Department and National Archives to CIA.
- (5) Records of President's Advisory Committee on Political Refugees.

CONFIDENTIAL

(6) Records Management Survey of OL/RE and CD.

(7) Records Management Survey of DD/P/PP Staff.

Completed identification of file series in five PP Divisions.

(8) Records Disposition Activity Promotion

(9) Interpretation of Executive Order 10501 Logging Requirements.

25X1

[redacted] began fact finding preparatory to writing a staff paper to elicit from General Counsel an interpretation of the Executive Order logging requirements. This project will be coordinated with a study of logging procedures in DD/P to be made by

25X1

[redacted]

3. News

a. Four members of this staff attended [redacted] presentation on work measurement. 25X1

b. [redacted] is in New York serving as associate chairman of an American Management Association Workshop Seminar. 25X1

c. Laborers furnished [redacted] completed the previously agreed to 100 hours of assistance to the Center. A total of 813 cu. ft. of records were burned during this assignment. 25X1

151

[redacted]

25X1

Distribution:

Orig - Addressee

25X1

1
1
1
1
1
1
1

- Records Center

1 - RMS (REPORTS -1 June - Dec '59)

25X1

Mgt/S/RMS/

[redacted]

CONFIDENTIAL